



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Coordinator Specialist Services	Level	8/9
Business Unit	Community Safety	Position Number	01658
Directorate	Planning and Community Development	Date Established	April 2025
Reporting to	Manager Community Safety	Date Updated	April 2025

2. KEY OBJECTIVES

- Coordinate the delivery of specialist Community Safety systems and compliance on behalf of the Business Unit in accordance with legislation, policy and protocol.
- Provide comprehensive stakeholder engagement management on key projects and daily operations delivered by the Community Safety Business Unit.
- Manage the recording and provision of professional and legal advice relating to the key services delivered in line with the City's policies, record keeping, protocols and timeframes.
- Provide project management leadership and direction to specialist teams.

3. KEY ACCOUNTABILITIES

- Undertake activities in accordance with legislation, policies, protocols, procedures, work instructions, adopted practices and the Business Unit Plan.
- Ensure key projects are developed, and implemented in accordance with the City's strategies, plans, protocols, procedures and adopted practices, budgets and relevant legislation.
- People management activities are undertaken in accordance with relevant legislative requirements and City protocols and procedures.
- Financial management activities are undertaken in accordance with the City's procedures and processes.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols, and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

4. KEY ACTIVITIES

ACTIVITIES

Outcome: Strategic Functions

- Coordinate, develop and implement the City's Strategy, Framework and processes relating to Public Safety, Chief/Deputy Warden responsibilities, Graffiti Management, Parking Projects, and Compliance Support, and identify future planning initiatives.
- Research new technologies and innovations to enhance the programs and services.
- Represent the City at a senior level on external local and regional committees/groups.
- Contribute to the development and implementation of the annual business unit plan.
- Coordinate and deliver complex projects relating to relative strategic and corporate plans.
- Prepare high level reports to the Executive Leadership Team and Council, as required.
- Keep informed and share knowledge of contemporary issues and industry trends.
- Develop and implement strategic programs and frameworks in relation to Community Safety systems.
- Maintain awareness of legislative changes which effect the Business Unit, provide updates to the team and make changes where required to ensure compliance and best practice.

Outcome: Operational Functions

- Responsible for the City's parking program including commercial, contracts, residential etc.
- Supervision and direction of the daily service delivery for specialist roles including graffiti management, public safety, Chief/Deputy Warden responsibilities, and compliance support.
- Oversee the delivery of strategic plans relating to each of the specialist areas.
- Report on deliverables as detailed in the business unit plan and service level statements.
- Analyse and review business information, contribute to the development of policy and make recommendations to improve business unit performance and outcomes.
- Prepare business cases, discussion papers and other reports relevant to the specialist areas.
- Develop and management of data collection and reporting, including service level and KPIs.
- Manage contract renewals and grant applications for each of the specialist areas.
- Maintain positive internal and external stakeholder relationships, including contractors, WA Police, and community members.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge, and experience.

Outcome: Compliance

- Research, analyse and apply all new legislation, acts, regulations, local laws and compliance standards relevant to the business unit.
- Oversee the preparation of compliance, prosecution documents and liaise with legal representatives.

Outcome: Investigations

- Undertake preliminary investigations when issues are raised regarding the service delivery and compliance of the City's Local Laws and legislation and provide recommendations / course of action.
- Oversee the compilation of briefs of evidence for prosecution proceedings.
- Provide a central point of contact for, staff, legal representation, appellants and respondents on legal matters relating to the service delivery of the business unit.
- Identify anomalies in the compliance activities of legislation through analysing and comparing information from a complaint to the law.
- Methodically collect information and evidence in accordance with the principles of natural justice and fairness, in compliance with the law and in a manner admissible in legal proceedings.

Outcome: Prosecution Matters and Appeals

- Review matters proceeding to court to ensure accurate and complete prosecution briefs of evidence are presented.
- Oversee business unit prosecution briefs including assessment of evidence, arrange court and prosecution notices, and coordinate summonses.
- Attend prosecution matters before the Magistrate's Court and represent the City with the appointed General Counsel when requested by the Manager.
- Attend relevant State Administrative Tribunal matters, when authorised by the City's General Counsel and Manager.
- Provide advice through the development of a central legal knowledge database to Community Safety staff in relation to relevant Acts, Regulations, local laws and policies.
- Oversee all appeals and provide information to the Manager for consideration.
- Coordinate the collation of information arising from Freedom of Information requests, as requested by the Legal Services team.
- Provide a liaison point and manage the budget for legal representation and advice from external legal advisors.

Outcome: Project Management

- Undertake complex projects and studies including, but not limited to, the implementation of new program initiatives and continuous improvement projects.
- Develop Project Plans for each project including scoping, establishment of deliverables and objectives, budget, project schedule, communication plan and risk management.
- Undertake project monitoring and prepare relevant project reporting documentation.

Outcome: Financial Management

- In consultation with the Manager, develop the annual budget in accordance with corporate financial requirements and timelines where the budget relates to project delivery.
- Ensure accurate records for all financial transactions relating to the specialist program service delivery.

Outcome: People Management

- Responsible for employee recruitment and induction requirements.
- Manage employee performance, monitor probation and set performance targets for employees.
- Provide ongoing supervision, guidance and provide appropriate feedback to employees.
- Provide leadership, coaching and on-the-job training for employees.
- Manage a range of employee issues in consultation with Human Resources.

5. WORK RELATED REQUIREMENTS**Essential Skills, Knowledge, Experience and Qualifications:****Highly Developed Skills:**

- Written communication, including the ability to prepare high level reports.
- Interpersonal, influencing, conflict resolution and negotiation.
- Decision making and problem-solving.
- Time management.
- Research and analytical skills.
- Leadership, coaching, feedback, and people management.

Comprehensive Knowledge:

- Project management principles and practices.
- Local Government compliance responsibilities.
- Knowledge of research tools and reporting outputs.

Experience in:

- Comprehension and application of legislation.
- Providing coordination of the preparation of specialist reports relating to issues such as parking and legislative changes.
- Demonstrated experience in working with community groups and key stakeholders (internal and external) to engage them in relevant projects, programs, and policies.

Qualifications/Clearances:

- Relevant project management tertiary qualification or equivalent extensive experience.
- Relevant leadership and/or management tertiary qualification or equivalent extensive experience.
- Current National Police Certificate.
- Current WA 'C' Class Driver's Licence.

6. EXTENT OF AUTHORITY

- Manages a work area of the City at a higher level of ability.
- Provides expert advice and support to a remote workforce out of hours.
- Has significant delegated authority.
- Responsible for the control and coordination of a work area including resources, quality, effectiveness, cost and timeliness of the programs/projects under their control.
- Required to use professional knowledge and approach to solve complex problems.
- Decisions and actions may have a significant effect on the projects, programs and work area being coordinated.

7. WORKING RELATIONSHIPS**Level of Supervision:**

- Works under broad direction

Internal:

- All other Business Units
- City contractors or consultants where relevant

External:

- Federal, State and Local government representatives/agencies
- Non-government and grant funding agencies
- Western Australian Local Government Association
- Community groups, residents and rate payers
- Other stakeholders as required.

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	4
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